

2017/18 Registration – Colchester Campus – Sports Hall

Tuesday 3 October 2017 - Thursday 5 October 2017 - **9am until 4:30pm**

Friday 6 October 2017 - **9am until 3pm**

Each day will be split into smaller working shifts with breaks available. Please state your availability on the volunteer form.

Entrance Coordinator (outside)

- Greet students
- Direct to entrance/queue
- Manage the queue in the right direction
- Hand out water and lollies

Entrance Coordinator (inside)

- Greet students
- Identify category of student
- Provide students with the correct category sticker
- Direct students to the correct area

ID check Administrator (New students)

- Complete ID checks – this will include checking passports, visas, Biometric Residence Permits (BRPs), etc.
- Find the student on the Student Records Database (ESIS)
- Provide the student with the appropriate documentation
- Scan ID (if necessary)
- Direct students to next step

ID check Administrator (Returning students)

- Complete ID checks – this will include checking passports, visas, Biometric Residence Permits (BRPs), etc.
- Find the student on the Student Records Database (ESIS)
- Scan passport, visas and BRPs etc.
- Officially register students for the next year of their course
- Direct students to the exit

Registration Administrator

- Check registration paperwork and ensure all necessary steps have been completed
- Officially register the students
- Provide students with department lanyard and registration card or direct to Photo desk
- Direct students to additional services or the exit

Photo Desk Assistant

- Take a photo of students who have not previously uploaded one
- Check that the photo is uploaded to the student record
- Print the registration card
- Provide students with department lanyard and registration card
- Direct students to additional services or the exit

Online Registration Advisor

- Assist students to complete online registration – new and returning students
- Direct students to the next step

Queue Coordinator

- Meet and greet students
- Direct to correct queue depending on sticker
- Advise to get documentation ready
- Adjust tensa barriers/letters if required

Scanning Assistant

- Scan student documentation when requested by ID check Administrators